

# How to Prepare a Meeting Agenda


Updated 04.05.09



Owner: Committee Leader

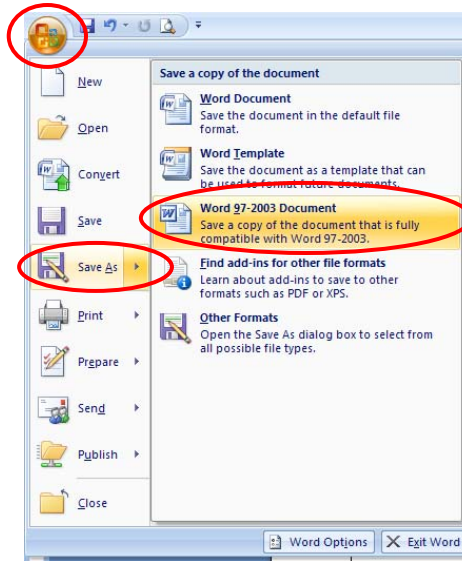
Materials: Meeting Agenda Template  
Meeting Recap from prior meeting  
New topics for discussion

Frequency: As needed, based on committee meeting schedule

Action	How To
1. One week prior to your scheduled meeting, open the Meeting Agenda Template	<p>a. Refer to the Meeting Agenda template on the MQH website</p> <p><i>Note: If you do not have access to a computer, a blank template is also available in the <b>Appendix</b> section of your toolkit</i></p>
2. Update the information in the header	<p>a. Type or write in the name of your committee, the date and time of the upcoming meeting, and the location</p> <div data-bbox="639 1001 1403 1232" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p style="text-align: center;"><b>Mary, Queen of Heaven</b>  <b>&lt;committee name&gt; Meeting Agenda</b>  <b>&lt;date of meeting&gt;</b>  <b>&lt;time of meeting&gt;</b>  <b>&lt;location of meeting&gt;</b></p> </div>
3. Review the prior meeting's recap	<p>a. Identify any topics or action items that require a follow-up at this meeting</p> <p>b. Type or write in the topic(s) or action item(s) in the body of the agenda</p> <div data-bbox="643 1470 1448 1608" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="color: red; margin: 0;">Topic #1 (## min.)</p> <ul style="list-style-type: none"> <li style="color: red; margin: 2px 0;">• Information relating to topic, if any</li> <li style="color: red; margin: 2px 0;">• These <del>bulletpoints</del> could be event dates, names of committee members who are working on a project, background information if this topic has been discussed before, etc.</li> </ul> </div>
4. Add any new topic(s) that need to be discussed	<p>a. Does your committee have any upcoming events or projects?</p> <p>b. Are there events in the parish that your committee members need to be aware of?</p> <p>c. Do you have a recap of a committee event or project that has taken place since the last meeting?</p>

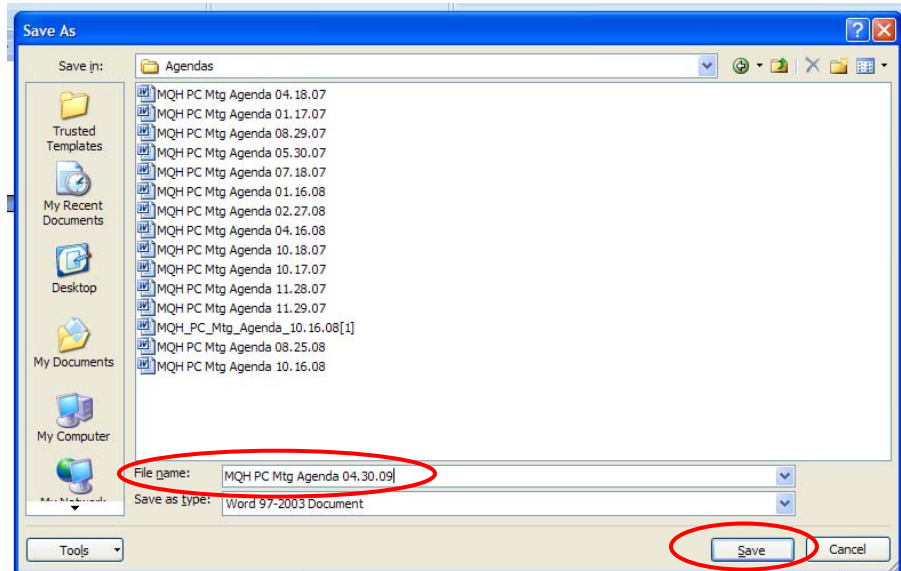
5. Save the agenda (if creating an electronic version)

a. Go to *File > Save As > Word document*



b. In the *File Name* field, type in an easily identifiable name (e.g., *April09 Meeting Agenda* or *Meeting Agenda 04\_2009*)

c. Click *Save*



6. Distribute the agenda to committee members

<b>If distributing the agenda:</b>	<b>Then:</b>
Prior to the meeting	e-mail the agenda as an attachment to all committee members at least one week before the meeting
At the meeting	Print enough copies for everyone who may be attending